



Attendees

Name	Initials	Category of Governor/Advisor	Attendance
Christine Money	CM	Foundation – PCC of St John at Hampstead	Present
Jenny Lupa (CHAIR)	JL	Foundation – PCC of St John at Hampstead	Present
Anne Diack	AD	Foundation – Hampstead Deanery Synod Representative	Arrived at 18:22
Diana Young	DY	Foundation – Interim Priest of St John at Hampstead	Present
Katy Theobald	KT	Foundation – London Diocesan Board for Schools	Present
Tim Jervis	TJ	Parent Governor	Present
Robert Nesbitt	RN	Parent Governor	Present
Allan McLean	AM	Head Teacher	Present
Steph Morton	SM	Staff Governor	Present
Advisors/Others			
Ciaran Foulkes	CF	Associate Member	Present
Jo Iwanicki	JI	Advisor – Deputy Head Teacher	Apologies
Monwara Sikder	MS	School Business Manager	Present
Ammar Ahmed	AA	Clerk	Present

Part One – Public Minutes

Item		Led by	When
037/ 16-17	Opening Prayer	Chair	
37.1	The Chair asked Diana Young to begin the meeting with a prayer at 6:05pm.		
038	Welcome and introductions	Chair	
38.1	The Chair welcomed all governors to the meeting of the Full Governing Body of Hampstead Parochial Church of England Primary School.		
039	Apologies and the governing body's acceptance or rejection for any absences	Clerk	
39.1	All governors were in attendance.		
39.2	The Head Teacher informed the governors that apologies had been received from Jo Iwanicki. The governors noted the apologies.		



040	Declaration of interests, pecuniary or otherwise, in any items appearing on the agenda	Clerk	
40.1	There were no specific declarations made by the governors in relation to any item on the agenda of the meeting, other than those already declared within the Register of Business Interests.		
041	Approval of the minutes from the previous full Governing Body meeting (held on 28 November 2016) and any matters arising not covered on the agenda for the meeting	Chair	
41.1	The governors reviewed and approved the minutes from the meeting holding them to be a true and accurate record subject to the following amendments.		
41.2	<u>Amendments</u> – <i>All amendments highlighted in red.</i>		
41.3	Item 25.2 – The Chair stated that she would review the rota and inform RN and TJ regarding the shifts they were covering.		
41.4	Item 26.2 – The Chair of the Resources Committee informed the governors that the Committee met on 11 October 2016.		
41.5	Item 27.2 – In response to a question from the governors, the Head Teacher stated that all students, irrelevant of whether or not they qualify for Pupil Premium support or possess Special Education Needs, allocated to the School received the standard funding if they join after the October census has been completed.		
41.6	Item 27.25 – The governors discussed this item in greater depth and stated that the Governing Body should increase its interaction with the student body to develop a relationship.		
41.7	Action 23 – The Head Teacher to present a proposal on how to initiate and manage the replacement of windows as a phased project.		
41.8	Item 32.8 – The Head Teacher also informed the governors that the policy did not need to be reviewed until next academic year.		
41.9	<u>Actions outstanding</u>		
41.10	The governors reviewed all the outstanding actions and were informed that they had been completed or were on the agenda for the current meeting.		
41.11	The Clerk informed the governors that Action 31 was outstanding and will be completed by the July meeting of the Full Governing Body.		
41.12	The Chair duly signed and dated the minutes.		



042	Chairs Report	Chair	
42.1	<u>Vacancies in the Governing Body</u>		
42.2	The Chair informed the governors that she had been in touch with the Local Authority (herein referred to as "LA") regarding the LA vacancy on the Board. The LA had stated that the Chair should liaise with the Councillors to arrange an appointee to the School's Board.		
42.3	The Chair informed the governors that she would provide an update at the next meeting.	JL	03/07/17
42.4	<u>Governors' Away Day</u>		
42.5	The Chair stated that she would be sending out a Doodle Poll to fix a date for the Governors' Away Day in June or July.	JL	ASAP
42.6	<u>Summer Fair</u>		
42.7	The Chair informed the governors that the Summer Fair is scheduled for 1 July 2017 and requested the governors to keep that day free as the PTA may request assistance.		
42.8	<u>Parents' Evenings</u>		
42.9	The Chair invited the governors to attend the Parents' Evening being held at the School on 20 March 2017 and 22 March 2017.		
42.10	<u>Link Governor List</u> <ul style="list-style-type: none"> • Art, Design & Technology – Vacant • ICT and eSafety – KT • Early Years Foundation Stage – JL • English (Literacy, Reading and Writing) – RN • Health & Safety + Property – JL • Humanities – CF • Mathematics – TJ • Modern Foreign Languages – DY • Music – CF • Parent Teacher Association – JL • Personal, Social, Health & Citizenship Education – KT • Policies on website – CM • Religious Education + Collective Worship – DY • Safeguarding & Looked After Children – JL • School Council – AD • Science – TJ 		



	<ul style="list-style-type: none"> Special Education Needs & Disability + Inclusion – CM 		
A32	JL to provide an update on Governing Body vacancies.	JL	03/07/17
A33	JL to circulate a Doodle Poll to fix a date for Governors' Away Day.	JL	ASAP
043	Committee Reports		
43.1	<u>Resources Committee report</u>	CM	
43.2	The Chair of the Resources Committee (CM) provided a report of the recent Committee Meeting (24/01/17). CM informed the governors that the Committee had discussed the Budget Monitoring Report in depth and reviewed the School's strategy for meeting the reduction in budget over the coming years.		
43.3	In particular, the governors had explored how the School may be able to utilise the Behavioural Support to which it subscribes under the delegated funding from the LA. CM stated that the School had paid £9,677 in 2016-17 for this service.		
43.4	The Head Teacher confirmed that this was not a subscription which the School had opted to subscribe to, but rather it was a mandatory subscription which was paid through delegated funding to the LA.		
43.5	The Head Teacher stated that the School has been inquired what the scope of the service is and will be developing strategies to utilise it.		
43.6	The Head Teacher also informed the governors that the LA may review offering this service under its delegated funding due to the forecasted reduction in school budgets.		
43.7	CM also informed the governors that the Committee had discussed the procedures around absence management and discussed the Absence Management Policy.		
43.8	CM stated that the Committee had also started a discussion around setting up a Trust Fund for the School, an idea floated by JL. JL will be setting up a discussion thread on the Governors Virtual Office (herein referred to as "GVO") to further review the topic.		
43.9	<u>Curriculum, Progress & Outcomes Committee report</u>	KT	
43.10	The Chair of the Curriculum, Progress & Outcomes Committee (herein referred to as "CPO Committee"), KT, presented a report of the recent Committee meeting (27/02/17). KT stated that the Committee had discussed the Equality		



	Objectives, contained in the Equality Policy of the School and relate to the manner in which the Board should operate.		
43.11	The Committee also discussed the new Religious Education curriculum, the attendance of students and the procedures around tackling absences.		
43.12	The Committee received an extremely detailed and informative presentation from the Special Education Needs Coordinator at the School, Anna Swann. The Presented highlighted the provisions provided by the School and the process and external teams involved in managing students with special education needs.		
43.13	The governors reiterated their commendations for Anna Swann on delivering an excellent presentation.		
43.14	KT stated that the Head Teacher had highlighted the manner in which all agenda items relate to the School Improvement Plan. The Head Teacher stated that he would modify the School Improvement Plan to highlight actions in green, amber and red depending on whether they have been completed, in progress, or not initiated.	AM	ASAP
A34	The Head Teacher to colour code the actions in the School Improvement Plan to indicate whether they have been completed, in progress or not initiated.	AM	ASAP
044	Head Teacher's Report	AM	
44.1	<u>Safeguarding update</u>		
44.2	The Head Teacher stated that there had been no instances of bullying at the School. The School had not made any fixed term exclusions.		
44.3	The Head Teacher stated that the School had to investigate several child protection claims raised during the previous term. The School takes each concern extremely seriously and liaises with the parents if social services are engaged.		
44.4	In response to a question from the governors regarding the resources expended tackling the concerns, the Head Teacher stated that the School has to invest several staff hours to investigate each claim properly.		
44.5	<u>Curriculum update</u>		
44.6	The Head Teacher informed the governors that the School was currently hosting the Science week and had several special planned days to encourage and develop the interest of students in Science.		



44.7	The School's Student Council participated in a debating session held at Camden Council Houses with representatives from Years 2, 3, 4, 5 and 6. The Head Teacher informed the governors that the students had been extremely confident in delivering their debates and were congratulated by all attendees.		
44.8	In response to a question from the governors, the Head Teacher stated that the School will explore methods of holding an internal debating competition to continue to develop students' confidence in public speaking.		
44.9	The Head Teacher reiterated that the School will be holding Parents' Evenings on 20 March 2017 and 22 March 2017 and invited the governors to attend the event.		
44.10	The Head Teacher stated that the School will be holding Pupil Progress meetings next week, which will highlight the progress made by the School and actions for improvement. This data will feed into the CPO Committee Meeting on 19 June 2017.		
44.11	The Head Teacher informed the governors that the staff had attended an assessment moderation meeting in collaboration with other Schools in the area. The Staff Governor added that the meeting had been extremely useful and productive. The Head Teacher stated that these meetings provided an opportunity for the staff to develop.		
44.12	The Head Teacher stated that the School will be organising support sessions for Year 6 students over the Easter Holidays to help prepare for the upcoming SATs. In response to a question from the governors regarding the number of students attending the sessions, the Head Teacher stated he would need to check and report back to the governors.	AM	03/07/17
44.13	The Head Teacher extended an invitation to all governors to attend the School Assembly which is held on a Friday afternoon. The Chair highlighted the positive impact the assemblies have on creating a collaborative and inclusive culture at the School as all Year groups present the activities and projects that they have completed in the week.		
A35	The Head Teacher to inform the governors on the number of students who had signed up to attend the SAT support sessions organised during Easter Holidays.	AM	03/07/17



045	School Improvement Plan	AM	
45.1	<u>Safeguarding update</u>		
45.2	The Head Teacher stated that the School has organised a Safeguarding Training Day in collaboration with St Luke’s Church of England Primary School. The Head Teacher stated that this is compulsory training which safeguarding staff must undertake every two years.		
45.3	<u>Special Education Needs update</u>		
45.4	The Head Teacher stated that the School has an excellent Teaching Assistant that is helping and supporting students with dyslexia. In response to a question from the governors, the Head Teacher stated that he would need to check the number of dyslexic students at the School. CM informed the governors that the School had not had new diagnoses of dyslexia, so the number of students had stayed constant.		
45.5	<u>Teacher training</u>		
45.6	The Head Teacher informed the governors that the Physical Education expert had given the staff training on physical education and techniques to improve student engagement and utilising different equipment. An aspect of the training also focused on strategies to challenge sport coaches hired by the School to ensure that the students obtain the best possible teaching.		
45.7	The staff undertook a reading training course, which developed and increased the awareness of staff for different reading training exercises. The staff also undertook a course on technical subjects which focused on cooking and explored different teaching techniques.		
45.8	The Head Teacher informed the governors that the Institute of Education had requested the School whether it could send 30 students to witness the teaching methods employed at the School. This highlights the excellent of the teaching staff at the School. The students commended on the positive attitude and the excellent teaching at the School.		
45.9	In response to a question from the governors, the staff governors stated that the students were particularly impressed by the School’s Calculation Policy.		
046	Draft Indicative Budget 2017-18	MS	
46.1	The School Business Manager (herein referred to as “SBM”) circulated an early draft of the Indicative Budget 2017-18. The SBM stated that the School’s financial position had remained on par with 2016-17. However, the Head Teacher pointed out that the School’s staffing cost had increased to more than		



	80%. The Head Teacher stated that the School's staffing cost should be between 70 and 75%.		
46.2	The SBM also informed the governors that based on the current expenses the School would have a deficit of approximately £30,000. The Head Teacher stated that the School will be reviewing the areas where the School can balance the budget. The Head Teacher also pointed out that a deficit of £30,000 took into account the £55,000 carry forward, without which the deficit would have been approximately £85,000.		
46.3	The SBM stated that the School will be presenting the finalised 2017-18 Budget to the Resources Committee at its next meeting on 25 April 2017.		
46.4	In response to a question from the governors regarding exploration of external income, the SBM stated that the School has an active lettings policy which is utilised by organisations, such as the Farmer's Market. The School will also be looking to share resources with other schools in the area as it would be the most cost effective way of reducing the expenditure. The Head Teacher stated that the School will be exploring all options in greater depth and will present a finalised report on this at the next meeting.		
46.5	The Head Teacher informed the governors that the rent for the Farmer's Market had been lowered for three following poor foot fall in the preceding weeks. The Head Teacher stated that the organiser remained confident that the income will increase during spring and summer.		
46.6	In response to a question from the governors, the Head Teacher stated that the School will compare its expenses against the Benchmarking Report in order to evaluate areas where the expenditure could be lowered.		
047	Report on School Journeys	AM	
47.1	The head Teacher informed the governors that the School had organised a one night trip for Year 5 students to visit Phasels Wood in Hertfordshire. The Head Teacher stated that the destination was easily accessible via train, which would reduce transportation costs and provided a large number of outdoor team building exercises.		
47.2	The Head Teacher stated that the School estimates the overall cost of the trip would amount to approximately £40-50.		
47.3	The Head Teacher highlighted that the parents were extremely keen on organising such a trip as it prepares students for the extended five-night trip in Year 6.		



47.4	In response to a question from the governors, the Head Teacher stated that the students will be staying in lodges and will be accompanied by staff.		
048	Premises and staffing report	AM	
48.1	Premises Report		
48.1.1	<u>Window Replacement Project</u>		
48.1.2	The Head Teacher stated that the School will be starting the project in May half term with the replacement of the window in year 5. The SBM stated that the cost of replacing the window is approximately £8,500.		
48.1.3	The School has applied to receive funding from the LCVAP fund managed by the London Diocese Board for Schools. The outcome of the application will be conveyed to the School by the end of March. The Head Teacher stated that the School will have to utilise the Devolved Formula Capital funding if the LCVAP fund application is rejected.		
48.1.4	In response to a question from the governors, the Head Teacher stated that utilising the Devolved Formula Capital funding will have an effect on the School's ability to engage with other refurbishment projects it has planned.		
48.1.5	The SBM stated that the School had obtained quotes for the replacement of windows in the House (both the residential and the School part). The estimate cost of the project will be £200,000 and the School will have to conduct the process in phases. The SBM stated that the School will liaise with the Church to investigate the possibility of splitting the cost.		
48.1.6	<u>Hall Refurbishment Project</u>		
48.1.7	The Head Teacher stated that the School had obtained several quoted regarding the refurbishment project in the School Hall. The School had agreed to go ahead with a provider which quoted £6,500 to redecorate the Hall. However, the School expects that the overall cost might increase slightly as there is an area of dampness noted on the outside edge of one of the School Hall walls.		
48.1.8	<u>External lighting</u>		
48.1.9	The Head Teacher stated that the School's Premises Manager had resolved the external lighting issue by installing extra lights.		



48.1.10	<u>Fire drill</u>		
48.1.11	The Head Teacher stated that the School had held its termly fire drill during the w/c 6 March 2017. The School had safely evacuated the building in under 3 minutes which was good. The Head Teacher stated this was a particularly useful exercise as the School has had new staff join.		
48.1.12	<u>Health & Safety walk</u>		
48.1.13	Upon the head Teacher's recommendation, the Chair agreed to organise a Health & Safety walk prior to Easter. The Chair agreed to liaise with SBM to organise a time and date for the walk.		
48.2	Staffing report		
48.2.1	The Head Teacher stated that he had met with all teaching staff to discuss future aspirations and career plans. The Head Teacher stated that these yearly meetings are extremely useful to help the School plan how best to support its staff as well as highlight potential areas for recruitment.		
48.2.2	The Head Teacher stated that he will be holding similar meetings with the Support Staff during the w/c 13 March 2017.		
48.2.3	The Head Teacher stated that an administrative staff member had taken extended sick leave due to which the School had to secure the services of an agency staff.		
48.2.4	The Head Teacher also informed the governors that the Teaching Assistants at the School will be attending a conference focusing on professional development.		
48.2.5	The Head Teacher also informed the governors that a new teaching staff member had been appointed by the School to teach Year 4.		
48.2.6	<u>Apprenticeship scheme</u>		
48.2.7	The SBM informed the governors that under the government's new Apprenticeship Scheme the School will be liable for paying 10% of the fees for professional development courses undertaken by staff members. The government will fund the remaining 90%.		
049	Policies for ratification	AM	
49.1	The governors ratified the following policies: <ul style="list-style-type: none"> • Code of Conduct Policy • Absence Management Policy 	School	To note



49.2	<ul style="list-style-type: none"> • Early Years Foundation Stage Policy • Intimate Care Guidelines Policy • Special Education Needs Policy • Special Education Needs Report <p>The governors noted that all policies had been discussed in depth at the Committee meetings and the School had incorporated all suggested amendments prior to presenting them at the full Governing Body meeting. The governors also noted that there were no further amendments or comments in relation to the policies.</p>		
A36	The School to note that the following policies have been ratified; (1) Code of Conduct Policy, (2) Absence Management Policy, (3) Early Years Foundation Stage Policy, (4) Intimate Care Guidelines Policy, (5) Special Education Needs Policy, and (6) Special Education Needs Report.	School	To note
050	Governor Visits and Training	All	
50.1	<u>SEN + Years 2 and 5 Report – CM</u>		
50.2	CM had provided a report on her visit, which had been circulated with the agenda prior to the meeting. The governors commended the extremely detailed and insightful report submitted by CM.		
50.3	<u>ICT report – KT</u>		
50.4	KT informed the governors visited the ICT department and will be submitted her report in due course. The visit had highlighted the innovative ways in which the School is trying to combine technology with everyday teaching. After her visit, KT had suggested that the School should explore how other Schools in the area combining technology into lessons.		
50.5	<u>Spelling and Grammar + Humanities report – CF</u>		
50.6	CF informed the governors that she had conducted her visit and had submitted her reports to the Head Teacher and the Chair. The reports will be circulated in due course.		
50.7	<u>English (Literacy, Reading and Writing) report – RN</u>		
50.8	RN informed the governors that he had conducted his visit and will be submitting his report in due course. RN stated that the visit had centred around discussion on the curriculum and the new assessments which are being introduced and the School’s response to these challenges.		



50.9	<u>Training</u>		
50.10	CF informed the governors that she had attended an Introduction course.		
051	Any other business	All	
51.1	<u>Report on Admissions – CM, RN, and MS</u>		
51.2	RN informed the governors that the Admissions Working Party had met and discussed the applications received by the School. The School had received a total of approximately 170 applications, of which 60 were Foundation applications.		
51.3	RN stated that out of the Foundation applicants, five applications had been refused as they had failed to meet the criteria and a further eight had required extra evidence and clarification to be accepted. As a result, the Working Party recommended that the School should review its Admissions Policy at the next Full Governing Body meeting to ensure that the acceptance criteria is made clearer.	Clerk	03/07/17
51.4	In response to a question from the governors, RN stated that there were 31 places for admission for both Open place applicants and Foundation place applicant. The applicants on 'open' places are awarded a place and the remainder are placed on the waiting list. The School does not have the authority to reject applications. Similarly, the School accepted all students who met the criteria for Foundation places and after filling the vacancies at the School, placed the remainder on the waiting list.		
51.5	In response to a question from the governors, RN stated that the award of place at the School was ultimately made on how far the student lives from the School.		
51.6	The governors commended the working party for its diligent work.		
	A37 The Clerk to ensure that the Attendance Policy is listed on the next agenda for discussion.	Clerk	03/07/17
	A31 The Clerk to review the revised Policy List and inform the governors and the School whether or not it is compliant with statutory requirements.	Clerk	13/03/17
052	Items for the next meeting's agenda	All	
52.1	There were no specific items for the next agenda other than the items detailed in the Governing Body's Year Planner.		
053	Dates for the remaining meetings of the full Governing Body	To note	
53.1	The Governing Body will meet on the following date in the academic year 2016-17: <ul style="list-style-type: none"> • 3rd of July 2017 		



Minutes of the **full Governing Body Meeting**
of Hampstead Parochial Church of England Primary School
held at the School, Holly Bush Vale, London, NW3 6TX
at 6pm on **Monday, 13 March 2017**

	All meetings held at 6pm unless otherwise specified.		
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The meeting finished at 20:15.

APPROVAL OF MINUTES BY CHAIR OF THE FULL GOVERNING BODY

I, Chair of the full Governing Body, approve these minutes as an accurate representation of the full Governing Body Meeting, which took place on **13 March 2017** at Hampstead Parochial Church of England Primary School, Holly Bush Vale, London, NW3 6TX at 6pm.

Signed: _____

Date: _____

Jenny Lupa
Chair of the **Governing Body**,
Hampstead Parochial Church of England Primary School